

**RICHMOND PUBLIC LIBRARY BOARD**

**REGULAR MEETING**

**Wednesday, September 25, 2013**

Present: Peter Kafka, Chair  
Councillor Linda Barnes (left at 6:30)  
Mark Bostwick  
Dulce Cuenca  
Diane Cousar  
Sanjiv Khangura  
Susan Koch  
Pat Watson

Greg Buss, Chief Librarian and Secretary to the Board  
Susan Walters, Deputy Chief Librarian

Regrets: Simon Tang, Vice Chair

Guests: Sharon Freeman, Board Chair and Michael Burris, Executive Director, Public Library InterLINK

**BUSINESS SECTION**

1. Call to Order

The meeting was called to order at 5:30pm.

2. Approval of Agenda

MOVED: That the agenda be approved as presented.

.....CARRIED

3. Educational Session

(a) An outline of educational topics was included for information.

- i. A letter dated September 17, 2013 to Michael Burris of questions regarding InterLINK's operations and organization and Direct Patron Access was provided.

Mark introduced Sharon Freeman and Michael Burris. Sharon provided some history of InterLINK, its mandate, vision and mission. Michael describe how InterLINK operates, is funded and its priorities.

Direct Patron Access (DPA) is the ability for customers to have materials delivered to their home library. InterLINK's Board decided to pursue this 5 years ago and is now in the feasibility study stage. They commissioned a study and discovered that they may be able to do what they want with the existing software (Auto-Graphics' Outlook Online).

The discussion was opened to questions from the Board.

The Board asked what the stresses are between small and large libraries in the federation. Sharon responded that there are differences and that the large support the small as they're all part of the same collective.

**ACTION**

**BUSINESS SECTION**

**ACTION**

The Board asked if InterLINK has participated in or helped libraries find funding. Michael responded not as much as they would like to in terms of understanding what grants are available and finding new grants. This area is not identified as a strategic plan initiative.

Mark Bostwick, InterLINK Board Rep, and Greg Buss will continue to monitor the DPA project and bring forward information and analysis regarding it.

The Board asked Michael to explain what an embargo on books means. When a customer walks in to a library there is no embargo on what they can borrow. When that same customer uses an Interlibrary Loan (ILL) service, the host library may have a restriction on what items it will lend outside its community – no DVDs, no reference material, no bestsellers, etc. Some embargo rules are set by the provincial ILL code, some are set by host libraries.

Michael added that if libraries are not all buying the same books it could free up resources for other collection development and enhance resource sharing. The current way of doing ILL service is antiquated. The question is could it grow? Or would the growth be in e-resources?

The Board asked if the funding formula would change. Michael responded that the net reimbursement formula has not been studied at this point, and libraries would be involved if it was. For every loan a library gets 50 cents and for every borrow they pay 30 cents and the province pays 20 cents.

The Board asked if the consultants answered all the questions that needed answering? Michael responded that the final report has answered everything included in the RFI the consultant issued to the vendors. Any other questions or issues to be explored would be outside the scope of the current RFP and cost extra. InterLINK needs to do some work to uncover patterns and trends.

The Board asked if InterLINK has a strategic plan. Michael responded that they did a refresh of the 2011 plan in 2012 and are planning a renewal in 2014.

Peter thanked Sharon and Michael for their presentation and they left at 6:25 pm.

Linda left at 6:30 pm.

4. Approval of Minutes

MOVED: That the minutes of the regular meeting of July 31, 2013 be approved as presented.

BOSTWICK/COUSAR.....CARRIED

MOVED: That the minutes of the closed meeting of July 31, 2013 be approved as presented.

BOSTWICK/COUSAR.....CARRIED

MOVED: That the minutes of the special meeting of September 18, 2013 be approved as presented.

BOSTWICK/KOCH.....CARRIED

5. Business Arising

None.

**BUSINESS SECTION**

**ACTION**

- 6. Correspondence  
None.

**COMMUNITY**

**ACTION**

- 7. Report from Councillor Barnes

Linda reported that she attended the Union of BC Municipalities conference last week. She reminded everyone of Culture Days starting next Friday. Linda asked if a meeting with Richmond MLAs had been arranged yet. The election was back in May and this would be a good time to meet them.

STAFF:  
set up meeting with MLAs

- 8. Report from Friends of the Library

(a) A letter dated August 8, 2013 thanking the Friends for their help and participation in the public consultation was included.

No report.

**STAFF OPERATIONS**

**ACTION**

- 9. Program Reports

(a) Melanie Au spoke to her written report on the Summer Library Camp program. Staff came away with 30 recommendations and 6 action items to be immediately applied to the upcoming events this fall.

(b) Melanie also spoke to the Teen Volunteers written report. 172 teen volunteers completed 5,748 volunteer service hours during Summer Camp and were recognized at a ceremony on September 11<sup>th</sup>.

(c) Melanie also spoke to the Teen Summer Reading Club and Blog written report. RPL didn't take part in the InterLINK Teen Summer Reading Club, preferring to use our own blog to emphasize reading during summer and offer incentives and prizes to teens.

(d) Greg spoke to the Writer-in-Residence written report and noted that the program launch is Friday, September 27<sup>th</sup>. Susan Koch will attend.

- 10. Project Reports

(a) NewToBC: The Library Link for Newcomers.

- i. Susan Walters spoke to the project description and progress report included.
- ii. The official launch for this program is Wednesday, October 30<sup>th</sup>. Greg noted that this is the Board meeting date and encouraged any Board who can attend to join staff at the Hilton Metrotown at 9:30 am.
- iii. The library is training staff in settlement resources to better inform them as front line staff answering questions from newcomers and training community volunteers to be champions and use their own language to reach newcomers.

(b) Kat Lucas spoke to her written report on OneClickdigital Audiobooks. 64 staff have been trained to support the service. More promotion is planned in October and November.

(c) Dr. Lee Collection report is addressed in item 15 (e).

STAFF &  
BOARD:  
Attend Oct  
30<sup>th</sup>  
launch

**STAFF OPERATIONS****ACTION**11. Renewal of Cambie Lease

Greg reported that the Cambie lease renewal is being negotiated for 3 years from November 1, 2014 at no additional costs.

12. Customer Comment Forms

Peter noted that the customer comment forms were on table for review.

(a) Summary of Comments

The summary of comments is included for information.

**INTERLINK****ACTION**13. InterLINK Report

(a) A letter dated July 24, 2013 re: 2012 compensation was included.

(b) A letter dated August 28, 2013 to acknowledge compensation was included.

Mark reported on two items discussed at the InterLINK meeting yesterday.

- Direct Patron Requests were described by our guests in item 3.
- InterLINK was requested to sponsor a symposium on the subject of book selling and libraries.

The Board discussed InterLINK's presentation. Greg noted that while Richmond is currently a net lender that status is never certain. Any changes to resource sharing would need to consider our major funding source – the citizens of Richmond.

**BRITISH COLUMBIA LIBRARY TRUSTEE ASSOCIATION****ACTION**14. British Columbia Library Trustees Association

(a) The BCLTA Bulletin for September 2013 was included and provided on the Board blog.

Peter reported that BCLTA had a strategic planning session last week and the two major initiatives are advocating for libraries and supporting trustees.

(b) Suggested speaking notes were provided on table. Peter encouraged all Trustees to review these notes.

**BOARD****ACTION**15. Items for Decision/Discussion

## (a) Long Range Status Report

- i. Status report #9 was included.
- ii. Greg noted that the special meeting on September 18<sup>th</sup> indicated we are in the home stretch. Some important things left to be done are the narrative and vision, and data analysis. We are on target for completion. The Board discussed a stakeholder meeting and suggested November 20<sup>th</sup> at 5:30. Greg will provide a package for review at the next meeting.
- iii. Greg reported that the Canada Line ad included was in English only.
- iv. Greg referred the Board to the results of the Children's Library Design Workshop, the poster on the wall. This poster was created by Avril Orloff, a graphic facilitator, in consultation with children ages 9 to 13, and funded by the Friends of the Library. Copies were provided on table and on the Board blog.

STAFF:  
Invite stakeholders to Nov. 20<sup>th</sup> meeting. Prepare package.

STAFF:  
Ensure poster is available at FOL's AGM

**BOARD****ACTION**

- (b) A revised 2014 preliminary budget was included on table. City of Richmond budget staff recommended returning two positions earlier eliminated, and replacing the per diem, resulting in a final increase of 2.8%.

The Board asked about the elimination of co-op student funding. Greg reported that we have used co-op students in the past to support Summer Reading Club. There is a benefit, but more so by using our own staff in temporary assignments.

MOVED: That the Richmond Public Library Board approve the 2014 Budget as presented.

KOCH/COUSAR.....CARRIED

(c) 2014 Library Board Appointments

- i. A schedule of important dates was included. The deadline for receipt of applications was September 20<sup>th</sup>. All Trustees eligible for reappointment have applied.
- ii. The current Board membership list was included for information.
- iii. The Trustee Recruitment policy was included for information.
- iv. Trustee Competencies were reviewed and not changed.
- v. 14 applications were received to date. The Board established a Trustee Recruitment Committee comprised of Susan Koch, Diane Cousar and Greg Buss, and set the date for interviews on October 23, 2013.
- vi. The 2014 Trustee Recruitment package was included for information.

STAFF:  
arrange  
interviews  
with new  
applicants

(d) Canada Revenue Agency Audit Report

- i. A memo to the Board was included for information.
- ii. The CRA Audit Report was included for information.
- iii. A copy of the *Vancouver Sun* article dated September 18, 2013 was included for information.

(e) A Donation Opportunity was presented on table, describing an additional donation from Dr. Lee. The Board discussed:

- The donation policy
- Status of the 2011 donation
- Status of the Canada Revenue Agency (CRA) Audit
- A description of the potential 2013 donation.
- The process if the donation is accepted
- Sources of funding to process the donation, and
- The staff recommendation.

Greg noted that the proposed donation is similar to the 2011 donation. The Board asked about evaluation. Greg responded that a tax receipt has not been requested but a valuation will still have to be provided for our financial statements. Greg will consult with auditors to ensure financial reporting standards are met. Greg noted that there is a portion left from the \$100,000 provided by the City of Richmond to process the 2011 donation which will be enough to cover moving and evaluation expenses.

MOVED: That the Lee's generous book donation offer be accepted and that staff be directed to proceed with acquiring the materials and completing all necessary documentation and agreements as outlined in the memo to the Library Board dated September 24, 2013.

KHANGURA/BOSTWICK.....CARRIED

**BOARD**

**ACTION**

**16. Items for Information**

- (a) Peter, Mark and Susan Walters volunteered for the Raise-a-Reader fundraising event on the morning of September 25, 2013. The Board thanked them for their support.
- (b) Peter reminded Trustees that the Civic Appreciation Event will take place on October 8<sup>th</sup>.
- (c) An invitation to the Richmond Chinese Community Society's 24<sup>th</sup> Annual Fundraising Dinner and Dance on Saturday, October 26<sup>th</sup> was included. The library will purchase tickets for Board and a guest. Peter and Dulce confirmed they could attend.
- (d) The electronic edition of *Feliciter* will be posted to the Board Blog when available.
- (e) The Board Calendar and Work Plan was provided for information.

STAFF:  
Purchase tickets and send reminder email.

**17. Other Business**

- (a) Pat invited the Board to participate in the Community Leadership Meeting on Collaboration on October 23<sup>rd</sup>.
- (b) An invitation to celebrate Diwali on November 9<sup>th</sup> was included. Sanjiv, Pat and Peter will attend the event
- (c) The Board considered options for the Terracotta Warrior Recognition Tea and unveiling ceremony, and decided on November 23<sup>rd</sup>, coinciding with the FOL AGM event.

BOARD:  
RSVP by Oct 15<sup>th</sup>


STAFF:  
Invite Williams family and guests

**18. Date of Next Meeting**

The next Board meeting will be **Wednesday, October 30, 2013 at 5:30 pm.**

**19. Adjournment**

There being no further business, the Chair declared the meeting adjourned at 8:00 p.m.

CHAIR 

CHIEF LIBRARIAN 